



Iowa Department of Human Services

Terry E. Branstad
Governor

Kim Reynolds
Lt. Governor

Charles M. Palmer
Director

April 25, 2014

Hailey Smith
4165 Dane Rd. SE
Iowa City, Ia. 52240

Dear Hailey,

I appreciate your working with me to complete the spot check. Here is the website to check out pac'n'plays that have been recalled to ensure you do not have one that is unsafe-<http://www.cpsc.gov/>

Here is the department's site for training information. This site has approved trainings listed.http://www.dhs.iowa.gov/Consumers/Child_Care/Professional_Development.html

When you read this letter it may seem a bit overwhelming. I would suggest you sit down, take a deep breath and remember you have 30 days to get these items into compliance.

This letter is in regards to the 4/18/14 compliance check of your Level B, Registered Child Development Home. Iowa Code Chapter 237A and 441 Iowa Administrative Code, Chapter 110, describes specific requirements that must be met by a Registered Child Development Home. The following areas were out of compliance at the time of my visit:

☐ 110.5(1) Conditions in the home are safe, sanitary, and free of hazards.

Reason determined out of compliance: I observed ladders in the front yard which were accessible to a child. The floor in the living room area was cluttered to the point it was a fall hazard for children. Your basement had a good deal clutter that may present a fire hazard. You have some other areas out of compliance noted in this letter.

How to correct: Correct these items and bring them into compliance within the next 45 days. Reduce the clutter in the basement. Remove the ladders to an area that is not accessible to a child.

☐ 110.5(1) d- Medicines are given only with written authorization from the doctor or parent.

Reason determined out of compliance: I did not find a copy of these forms in the children's files.

How to correct: You reported you gave the parents the form. You need to get a copy and place it in their child's file.

☐ 110.5(1) e- All electrical cords are properly used. This means not found under rugs, over hooks, through door openings, etc.

☐ 110.5(1) f- Combustible materials are kept away from furnaces, stoves, gas dryers, or water heaters.

Reason determined out of compliance: I observed electrical cords in close proximity to the furnace and water heater.

How to correct: Remove these cords to an area a minimum of three from the furnace

and water heater.

☐ 110.5(1) h- A safe outdoor play area is maintained in good condition throughout the year.

I am unable to determine compliance at this time as we are waiting for further clarification on this rule from our Central Office on the soft landing.

☐ 110.5(1) n- Has a minimum of one single-station, battery-operated, UL-approved smoke detector in each child-occupied room and at the top of every stairway.

Reason determined out of compliance: I did not find a smoke detector at the top of either stairway in the home.

How to correct: Mount a smoke detector at the top of the stairways to the basement and the second floor.

☐ 110.5(1) n- Each smoke detector is tested monthly, and a record is kept for inspection purposes.

Reason determined out of compliance: You reported you do test the batteries in the smoke detectors monthly but did not have documentation of this.

How to correct: Document the dates you test the smoke detector batteries on the same form you record when you do the fire and tornado drills.

☐ 110.5(1) s- Written permission from the parents is on file.

Reason determined out of compliance:

How to correct:

☐ 110.5(1) u- The provider has written policies about caring for mildly ill children and the exclusion of children due to illness, and informs parents of policies.

You need to add language to the policy that a sick child will be separated from the other children in care until they are picked up.

☐ 110.5(1) x- For homes built prior to 1960, provider must complete visual assessment for lead hazards and apply necessary interim controls prior to registration and each renewal

Reason determined out of compliance: I observed small areas of where the paint has peeled off on the window sills.

How to correct: Add touch up paint to any areas where the paint has peeled or chipped away.

☐ 110.5(2) A provider file is maintained and contains:

☐ 110.5(2) a- A physician's signed statement of health and immunization status on the provider and all members of the household who may be present when children are in the home. Statements must be obtained at the time of initial registration and updated every two years.

Reason determined out of compliance: You did not have this information available for review except a physical for Siva.

How to correct: Get copies of a physical completed on all other household members dated within the past 2 years. If the date on them is older than that a new physical will need to be done. Obtain a copy of all household members' immunization records. Use the Provider Health Statement I left with you for the physicals for yourself and your husband. The physicals are valid for three years now rather than two.

☐ 110.5(3) Activity Program.

☐ 110.5(3) e- All play equipment and materials are in a safe condition, for both indoor and outdoor activities.

I am unable to determine compliance at this time as we are waiting for further clarification on this rule from our Central Office.

☐ 110.5(8) Children's Files

☐ 110.5(8) - An individual file is maintained for each child and updated annually or when there are changes. Each file contains:

☐ 110.5(8) c- A signed medical consent from the parent authorizing emergency treatment.

This form for C was signed in 2010 and needs to be updated and signed.

☐ 110.5(8) d- For infants and preschoolers: An admission physical examination, on the first day of attendance, including past health history, status of present health, allergies and restrictive conditions, and recommendations for continued care when necessary. The date of the exam is not more than 12 months before the child's first day of attendance.

I did not find this information in the files for Co, Ce. Whenever a child starts in your care you need to get a copy of a physical completed within the last 12 months. Make sure you get information from the parents on any special medical conditions their child may have.

☐ 110.5(8) e- For infants and preschoolers: A statement of health signed by a physician submitted annually.

Need this for Co.

☐ 110.5(8) f- A list signed by the parent which names persons authorized to pick up the child, their telephone number, and relationship to the child.

You need to add the relationship and phone number of the people authorized to pick up a child in all files.

Non-compliance with any of the mandated regulatory requirements listed above may lead to the cancellation or revocation of your Child Development Home Registration. **Please take whatever steps are necessary to completely address each of the violations noted above. It is essential you correct all above-mentioned violations within the next 45 days.**

☐ Based on the items out of compliance listed above, you will be required to have a recheck or follow up visit to your home. This visit will occur after the 45 day time period has elapsed.

Please do not hesitate to contact me at DHS at 319/892-6803 if you have any questions regarding this letter.

Sincerely,

Dale Garlinghouse
Social Worker II

Always Remember:

Child Care Resource and Referral is an excellent resource for providers to access training options and support in your area. You can reach Child Care Resource and Referral at 563-362-8228- Shannon Dostel.

As you plan your future trainings to meet your 24 hours of training requirement, please remember that you need to use only DHS approved training and only 12 hours can be by self-study. You can access the approved training by going to http://www.dhs.state.ia.us/Consumers/Child_Care/Professional_Development.html and you can sign up for training at <https://ccmis.dhs.state.ia.us/trainingregistry/>

All providers need to maintain compliance with rules set out in Iowa Administrative Code, Chapter 110, which includes: 441 IAC 110.5(1): Check with the appropriate authorities to determine how the following local, state, or federal laws apply to you: • Zoning code • Building code • Fire code • Business license • State and federal income tax • Unemployment insurance • Worker's Compensation • Minimum wage and hour requirements • OSHA • Americans with Disabilities Act (ADA).